

Michigan WebGrants

How-To Manual





How to apply for a grant, request reimbursement, submit reports, file subcontracts, and monitor your funding through a user-friendly online grant management system provided by the State Court Administrative Office


Michigan WebGrants Basics

Michigan WebGrants is an online web-based grant management system. Its user-friendly format makes grant management simple for grantees by housing all grant funding opportunities, allowing applicants to cut and paste into applications and copy previous applications, providing an avenue for grantees to quickly and easily submit reports, view their budget, correspond with SCAO staff, and to request budget adjustments all in one tool.

You may use the following operating systems: Microsoft Windows 7, Windows Vista, or Windows XP, Apple OS X, Linux 2.0, and Unix 3.0. You may use the following internet browsers: Internet Explorer 6.0+, Safari 2.0+, Mozilla Firefox 2.0+, Opera 9.0+, or Chrome. Each team member has access to the system by creating an account. All accounts associated with a particular court will have the ability to see all grants awarded to that court. For example, all team members with accounts at the 100th Circuit Court will be able to see all applications and grant activity for all grants at the 100th Circuit court.

The  **Menu** button brings you to the main home screen from anywhere in the system.

The  **Back** button should be used when navigating the system instead of your browser's back button.

 **Instructions** are the first menu item listed on your home screen. Instructions are basic tips for using WebGrants.




always appears in the upper left corner of your screen and when you click the help button, it loads instructions about the particular page you are viewing at that time.

How to Apply for a Grant Using WebGrants

WebGrants' URL is <http://micourts.dullestech.net>. Type the URL into your browser to load the web page.

You'll need to create a user account. Once you've created an account, you never need to create another account to apply for another grant, even if you are applying for a different grant program in the future. To create an account, click on the "Register Here" link.


 [Log In](#)

Log In

User ID:

Password:

[Forgot Password?](#)

 **MICHIGAN COURTS**
One Court of Justice

New to WebGrants - Michigan Courts?
[Register Here](#)

WebGrants - Michigan Courts

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To register, you need to fill out the information on the registration page. Any field with a red asterisk is a required field in WebGrants and must be filled in.

[Register](#)

Personal Information

Name:*

Mr. ▾

SalutationFirst NameMiddle NameLast Name

Title:

Email:*

Address:*

*

Alabama ▾

CityState/ProvincePostal Code/Zip

Phone:*

PhoneExt.

Fax:

Organization Information

Name:*

Organization Type

State Court Administrative Office ▾

Tax ID**Website****Address:***

*

Alabama ▾

CityState/ProvincePostal Code/Zip

Phone:***Fax**[Register](#)

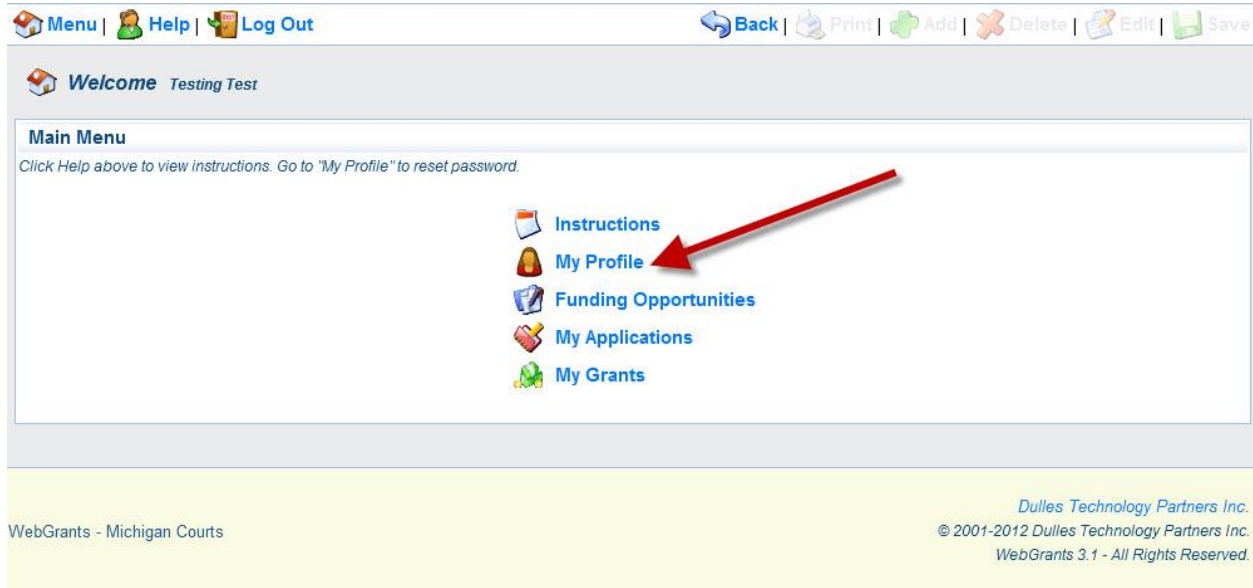
When you have completed the registration page and clicked the “Register” button, you will receive this message.



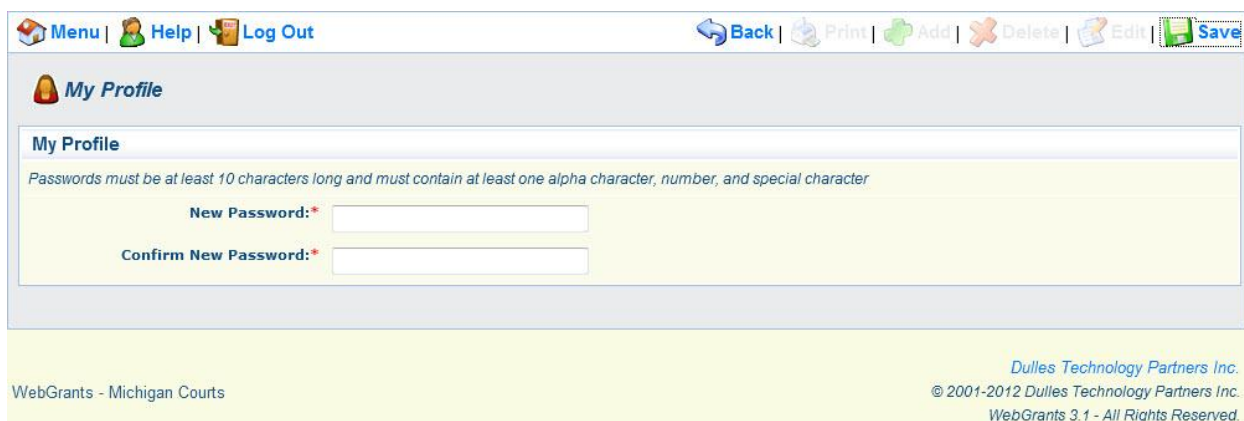
A notice will be sent to the Problem-Solving Courts team letting us know that you wish to create an account. We must log into to WebGrants to approve that account.

Once we have approved your account, you will receive an email that contains your user ID and password for the system. You may now enter your user ID and password on the Log In screen to access the WebGrants system.

After you enter your user ID and password, you will land on a Main Menu screen that looks like this. You can change your password by clicking on “My Profile”.



If you choose to change your password, please note that your new password must be at least 10 characters long and must contain at least one alpha character, one number, and one special character.



You can return to the home page main menu by clicking on the “Menu” icon in the upper left corner of your screen. On the home page, choose “Funding Opportunities”.



Choosing “Funding Opportunities” will bring you to a screen that lists all of the open grant opportunities that are currently posted for applications.

Choose the grant that you wish to apply for by clicking on that grant's "Opportunity Title".

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Funding Opportunities

Current Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.
Click on the title to open the Funding Opportunity summary.

ID	Agency	Program	Opportunity Title	Application Deadline
00050	Michigan Courts	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)	07/08/2013
00007	Michigan Courts	Michigan Community Court Grant Program (MCCGP)	Michigan Community Court Grant Program	08/01/2013
00004	Michigan Courts	Michigan Drug Court Grant Program (MDCGP)	Michigan Drug Court Grant Program (MDCGP)	06/21/2013
00019	Michigan Courts	Michigan Drug Court Grant Program (MDCGP) - Planning Grant	Michigan Drug Court Grant Program (MDCGP) ***Planning Application***	06/21/2013
00009	Michigan Courts	Michigan Mental Health Court Grant Program (MMHCGP)	Michigan Mental Health Court Grant Program	08/01/2013
00051	Michigan Courts	Office of Highway Safety Planning (OHSP)	Office of Highway Safety Planning (OHSP)	07/08/2013
00052	Michigan Courts	Office of Highway Safety Planning (OHSP) - Planning	Office of Highway Safety Planning (OHSP) ***Planning Application***	07/08/2013
00010	Michigan Courts	Swift and Sure Sanctions Probation Program (SSSPP)	Swift and Sure Sanctions Probation Program	08/01/2013
00011	Michigan Courts	Urban Drug Court Initiative (UDCI)	Urban Drug Court Initiative Grant Application	08/01/2013

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The page that loads will describe the funding opportunity. Be sure to read the information posted there. The description provides detail about the funding source, eligibility requirements, reporting, allowable and disallowable expenses, and the assurances associated with the grant program.

Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

00004-Michigan Drug Court Grant Program (MDCGP)

Michigan Drug Court Grant Program (MDCGP)

Application Deadline: 06/21/2013 12:00 PM

Award Amount Range:	Not Applicable	Program Officer:	Dana Graham
Project Start Date:	10/01/2013	Phone:	517-373-2218 x
Project End Date:	09/30/2014	Email:	grahamd@courts.mi.gov
Award Announcement Date:	05/13/2013		

Description

PROGRAM DESCRIPTION

Grants are limited to jurisdictions that have completed a planning phase of their drug/DWI court program and are seeking funds for the first year of operation or to continue operating their drug/DWI court program. The funding should enable drug/DWI courts to promote public safety and contribute to a reduction in substance abuse and recidivism among nonviolent adult and/or juvenile substance abusing offenders; reduce reliance on incarceration within existing correctional systems and local jails; and establish monitoring and evaluation measures that will demonstrate the effectiveness of the program.

FUNDING SOURCE

State Court Administrative Office (SCAO)

APPLICANT ELIGIBILITY REQUIREMENTS

APPLICANTS MUST AGREE TO THE ASSURANCES INCLUDED AS AN ATTACHMENT TO THIS GRANT OPPORTUNITY. SUBMITTING AN APPLICATION FOR THIS GRANT OPPORTUNITY CONSTITUTES THE APPLICANT'S AGREEMENT.

COMPLIANCE WITH THE DRUG COURT STATUTE (MCL 600.1060 et seq.)

Applicants should refer to MCL 600.1060 through MCL 600.1084 when completing the application to ensure that the drug or DWI court program is designed in compliance with statutory requirements.

MEMORANDUM OF UNDERSTANDING

All drug/DWI courts must have a current Memorandum of Understanding (MOU) covering the FY 2014 grant period. The MOU must include each participating prosecuting attorney in the circuit or district, a representative of the criminal defense bar, a representative or representatives of community treatment providers, and any additional parties considered necessary, and must describe the role of each party.

LOCAL ADMINISTRATIVE ORDER

Applicants applying for a grant must have a Local Administrative Order (LAO) approved and on file with the State Court Administrative Office (SCAO).

DRUG COURT CASE MANAGEMENT INFORMATION SYSTEM

MCL 600.1078 requires that all drug courts submit data to the SCAO. MDCGP grantees receiving operational funding must submit their data to SCAO using the Drug Court Case Management Information System (DCCMIS).

SCAO RECOGNIZED DRUG COURT

In order for SCAO to recognize a drug court, the program must be designed according to the nationally promulgated methods described in the attached assurances, have an approved drug court LAO, a valid MOU, and be in compliance with all SCAO reporting requirements.

REPORTING REQUIREMENTS

Quarterly Claims Report

Quarterly financial claims must be submitted by January 10, April 10, July 10, and October 10 of 2014. Grantees are reimbursed for expenditures, so claims must be received before SCAO issues any payment.

Progress Reports

Progress Reports must be submitted by April 30 and October 30 of 2014.

DCCMIS Data Validation and DCCMIS Data Exception Reports

Quarterly DCCMIS Data Validation Reports must be submitted by February 15, May 15, August 15, and November 15 of 2014. Additionally, a quarterly DCCMIS Data Exception Report (if requested by SCAO) must also be submitted by February 15, May 15, August 15, and November 15 of 2014.

DCCMIS User Audit

An annual DCCMIS user audit report is due January 31, 2014.

Noncompliance with Reporting Requirements

Thirty days past the due date, a delinquency notice will be sent out via e-mail notifying courts that they have fifteen days to comply with the reporting requirement, unless new deadlines are approved by SCAO.

Forty-five days past the due date, a forfeiture notice will be sent out to courts via mail notifying them that their funding award has been rescinded due to contract noncompliance, unless new deadlines are approved by SCAO.

Attachments

Click on the File Name to open attachment

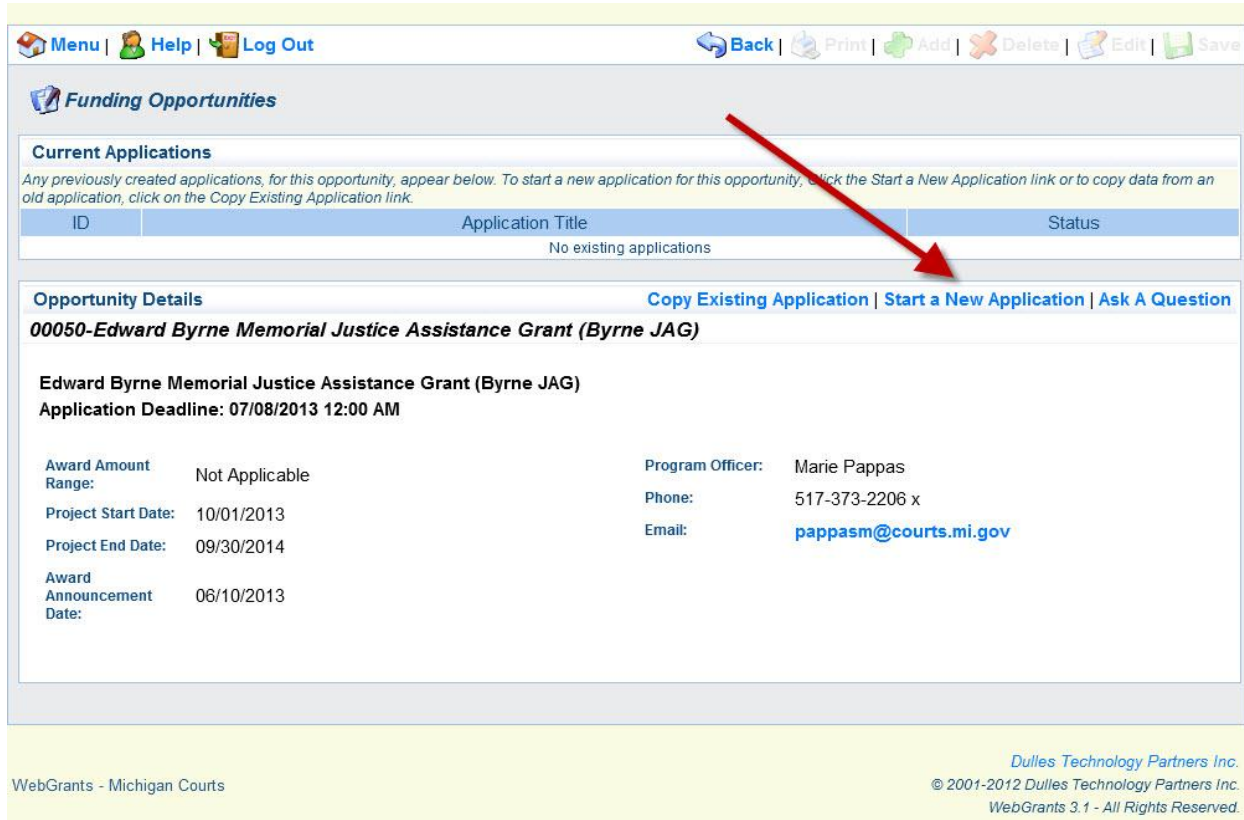
Description	File Name	File Size
MDCGP Allowable Expenses List FY 2014	Allowable Expenses for MDCGP Grants FY 2014.pdf	467 KB
Michigan Drug Court Grant Program FY 14 Assurances	Michigan Drug Court Grant Program FY 2014 ASSURANCES.pdf	308 KB

Website Links

Click on the URL to go to website

URL	Description
http://www.courts.mi.gov	Michigan Supreme Court

Once you've selected the Funding Opportunity that you are interested in and clicked on its title, choose "Start a New Application".



The screenshot displays the 'Funding Opportunities' page. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Funding Opportunities' header. The main section is titled 'Current Applications' and contains a table with columns 'ID', 'Application Title', and 'Status'. The table is currently empty, with the text 'No existing applications' displayed. A red arrow points to the 'Start a New Application' link located in the 'Opportunity Details' section. Below the table, the 'Opportunity Details' section is visible, showing the title '00050-Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)' and the application deadline '07/08/2013 12:00 AM'. The details are organized into two columns: 'Award Amount Range' (Not Applicable), 'Project Start Date' (10/01/2013), 'Project End Date' (09/30/2014), 'Award Announcement Date' (06/10/2013), 'Program Officer' (Marie Pappas), 'Phone' (517-373-2206 x), and 'Email' (pappasm@courts.mi.gov). The footer of the page includes the text 'WebGrants - Michigan Courts' and 'Dulles Technology Partners Inc. © 2001-2012 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved.'

Your new application must be given a title. We recommend that you title your application so that it identifies the year of funding, the grant you are applying for, and your court. When you have entered this information, click "Save" in the upper right corner.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Instructions
 This page must be completed and saved before proceeding with the rest of the application process.
 The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. Select the organization, if you belong to more than one, for which you will be submitting this application.

General Information

Primary Contact:* Testing Test

Project Title:
 (limited to 250 characters)* 2014 Application for Byrne JAG Funding - 100th Circuit Court

Authorized Official:* Testing Test

Organization:* 1st Circuit Court

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Now, click on the “Go to Application Forms” button. This will bring you to a list of the grant components that comprise the grant application.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 00081 - 2014 Application for Byrne JAG Funding - 100th Circuit Court

Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)
 Funding Opportunity: 00050 - Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)
 Proposal Deadline: 07/08/2013

Instructions
 This page must be completed and saved before proceeding with the rest of the application process.

General Information

System ID: 00081
 Project Title: 2014 Application for Byrne JAG Funding - 100th Circuit Court
 Primary Contact: Testing Test
 Organization: 1st Circuit Court

[Go to Application Forms](#)

Last Edited By: Testing Test, 04/07/2013

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This is the list of grant application components for one of the grants that is available through our office. By providing a project title on the last screen, the system has assigned your grant a System ID. Using that information, along with your User ID and Password, the system had filled in our “General Information” for the chosen application and marked that you have completed this section of the grant application. You can see that it is completed by the check mark in the “Complete?” column. Click on the next component of the application. The next application form will vary, depending on the funding opportunity you have selected.

Application Forms		Preview	Submit	Withdraw
Form Name	Complete?	Last Edited		
General Information	✓	04/02/2013		
Application Information				
Contact Information				
Program Description				
Program Goals (Required)				
Program Goals (Optional)				
Target Population and Screening				
Assessments and Treatment				
Program Length and Case Management				
Judicial Supervision and Drug Testing				
Sanctions and Incentives				
Graduation Requirements and Expulsion Criteria				
Sustainability Plan and Evaluation Plan				
Drug Court Team				
Program Income				
Certification Forms				
Budget				

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You may see that the next application is called “Preapplication”. Preapplications exist for funding opportunities that have specific eligibility parameters. For example, the Office of Highway Safety Planning grant offered through our office is only available to new programs or existing programs that are expanding their target population in a meaningful way and that accept drunk or drugged drivers. The preapplication questions serve as a check that the applicant is eligible for

the funding opportunity for which they are applying. If the applicant's responses to the questions indicate that they are not eligible, the WebGrants system will not allow them to save the application form. This safeguards applicants from spending time submitting an application that will ultimately be rejected.

For each application form, after you have entered information and saved, you may edit that information using the "Edit" button, return to the application components list using the "Go to Application Forms" button, or mark the application component as completed using the "Mark as Completed" button. Components that are marked as complete can be edited in the future. However, an application cannot be submitted until all components are marked as completed.

We want to highlight one tricky section: The Budget. Click the first "Add" button that you see on the right side of the screen. The button corresponds to the Personnel line item of the budget.



Application: 00196 - Test for budget

Program Area: Michigan Drug Court Grant Program (MDCGP)

Funding Opportunity: 00004 - Michigan Drug Court Grant Program (MDCGP)

Proposal Deadline: 06/21/2013

Personnel [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Personnel Justification

Personnel Justification*

Justify personnel (i.e., wages) associated with the proposed project. These personnel costs should tie back to the Budget Request Summary and Budget Detail worksheet.

Next, a window will open where you will identify the Personnel that you wish to charge to the grant. Fill out the information in the boxes and click the Save button.

The screenshot shows a web form titled "Personnel" with a light yellow background. The form contains several input fields and a calculation area. The "Name" field is filled with "Anna Banana". The "Position" field is filled with "Program Coordinator". Below these, there is a label "hours worked on project X hourly rate" and a "Computation" field showing the calculation: "\$25.50/hour x 1,080 hours/year = \$27,540". Below the computation is a "Request" field filled with "\$27,540". At the bottom, there are three fields for funding sources, all filled with "\$0.00": "Other Grant Or Funding Sources", "Local Cash Contribution", and "Local In-Kind Contribution". A "Return to Top" link is located at the bottom right of the form. The footer of the page includes the text "WebGrants - Michigan Courts" on the left and "Dulles Technology Partners Inc. © 2001-2013 Dulles Technology Partners Inc. WebGrants 3.4 - All Rights Reserved." on the right.

Name*	Anna Banana
Position*	Program Coordinator
<i>hours worked on project X hourly rate</i>	
Computation*	\$25.50/hour x 1,080 hours/year = \$27,540
Request*	\$27,540
Other Grant Or Funding Sources	\$0.00
Local Cash Contribution	\$0.00
Local In-Kind Contribution	\$0.00

[Return to Top](#)

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Once you save the form, the screen will refresh and you will see that the personnel section of the budget is now populated with the information you just entered. To add additional personnel in this section, click the Add button and complete the form again and save.

Next, choose the Add button next to Contractual and complete the form that opens. When you complete the form and click save, the budget will update. Continue in this manner, choosing the Add buttons on the right side of the screen and adding your budget request information for Supplies, and Travel. If a component of the budget template is not needed, you may leave it blank.

To complete the budget component of the application, you need to return to the top of the screen and choose the "Edit" button to respond to the narrative questions and to complete the Fringe Benefits section. When you choose the "Edit" button, narrative text boxes will appear and the Fringe Benefits calculation boxes will be unlocked for editing.

Complete the text boxes with justifications for the expenses you identified in numbers.

Personnel				Go to Application Forms		
Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution
Anna Banana	Program Coordinator	\$25.50/hour x 1,080 hours/year = \$27,540	\$27,540.00	\$0.00	\$0.00	\$0.00
			\$27,540.00	\$0.00	\$0.00	\$0.00

Personnel Justification

Personnel Justification*

Justify personnel (i.e., wages) associated with the proposed project. These personnel costs should tie back to the Budget Request Summary and Budget Detail worksheet.

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 [List Icons]
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 [Undo Icon]
 [Redo Icon]
 [Help Icon]

Anna Banana is the Program Coordinator for the 100th Circuit Court. Ms. Banana's responsibilities include X, Y, Z. Anna's salary is \$25.50 per hour. 1,080 hours a year will be charged to the grant.

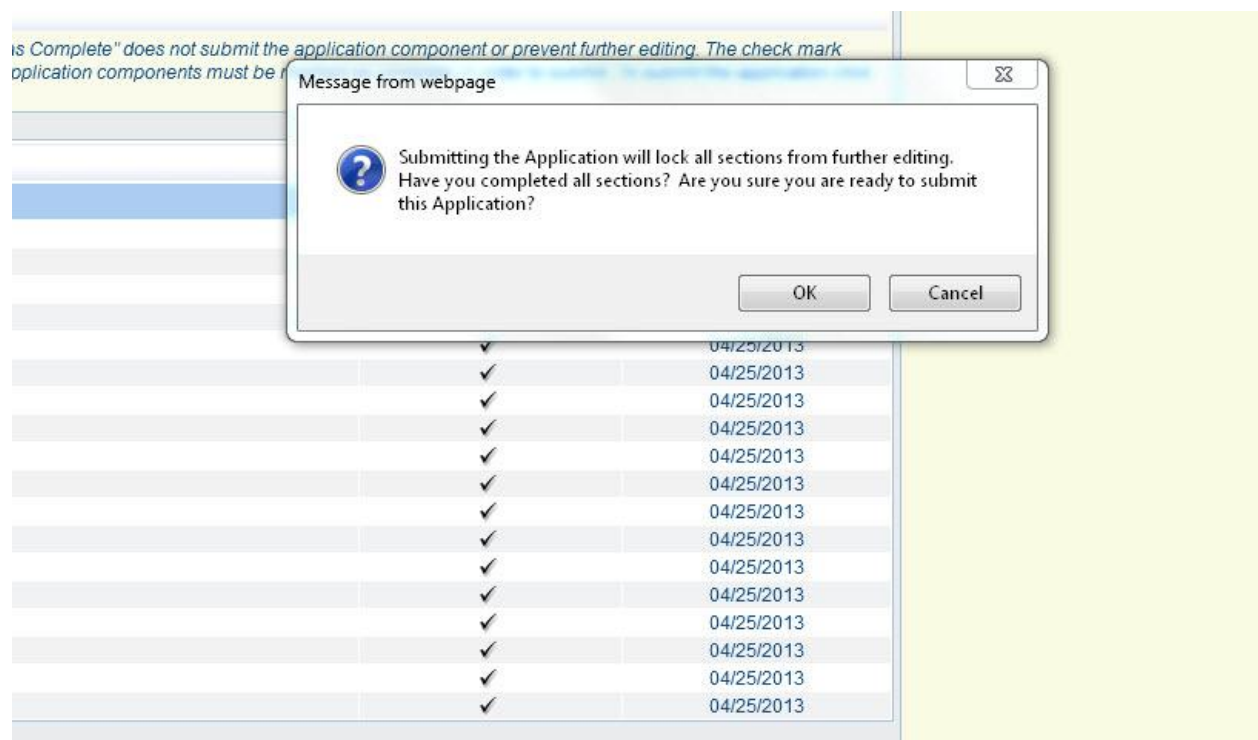
Path: p Words:30

You must complete each narrative section, even if you simply indicate that the section is not applicable (because you are not requesting supplies, for example). After you have completed the budget and saved it, you will notice that the bottom of the budget template form has summarized your budget request and autocalculated the total request. Either “Go to Application Forms” or “Mark as Complete”.

In order to submit an application, all Application Forms must be marked as complete. You can identify if a form has been marked as complete by the check marks in the “Complete?” column.

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	04/25/2013	
Preapplication Byrne JAG	✓	04/25/2013	
Application Information	✓	04/25/2013	
Contact Information	✓	04/25/2013	
Program Description	✓	04/25/2013	
Program Goals (Required)	✓	04/25/2013	
Program Goals (Optional)	✓	04/25/2013	
Target Population and Screening	✓	04/25/2013	
Assessments and Treatment	✓	04/25/2013	
Program Length and Case Management	✓	04/25/2013	
Judicial Supervision and Drug Testing	✓	04/25/2013	
Sanctions and Incentives	✓	04/25/2013	
Graduation Requirements and Expulsion Criteria	✓	04/25/2013	
Sustainability Plan and Evaluation Plan	✓	04/25/2013	
Drug Court Team	✓	04/25/2013	
Program Income	✓	04/25/2013	
Certification Forms	✓	04/25/2013	
Budget	✓	04/25/2013	

When you click the “Submit” button, you will receive a pop-up message like the message below:



When you click “OK” in the pop-up message window, the application will be submitted to SCAO and you will receive a

confirmation message, naming your application and the application ID number.

Congratulations! You've submitted a grant through WebGrants!

Asking a Question

You can ask the SCAO staff a question about a grant by clicking on the Funding Opportunity and choosing Ask A Question.

The screenshot displays the WebGrants application interface. At the top, there is a navigation bar with links for Menu, Help, and Log Out, along with action buttons: Back, Print, Add, Delete, Edit, and Save. Below this is the 'Funding Opportunities' section. Under 'Current Applications', there is a table with two rows of application data. Below the table, there are links for 'Copy Existing Application', 'Start a New Application', and 'Ask A Question'. A red arrow points to the 'Ask A Question' link. The 'Opportunity Details' section for '00004-Michigan Drug Court Grant Program (MDCGP)' is shown, including the application deadline and contact information for Dana Graham. The 'Description' section is partially visible at the bottom.

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
00047	FY 2014 MDCGP and Byrne JAG Application - 1st Circuit	Submitted
00201	FY 2014 MDCGP and Byrne JAG Application - 1st Circuit	Editing

Opportunity Details [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

00004-Michigan Drug Court Grant Program (MDCGP)

Michigan Drug Court Grant Program (MDCGP)
Application Deadline: 06/21/2013 12:00 PM

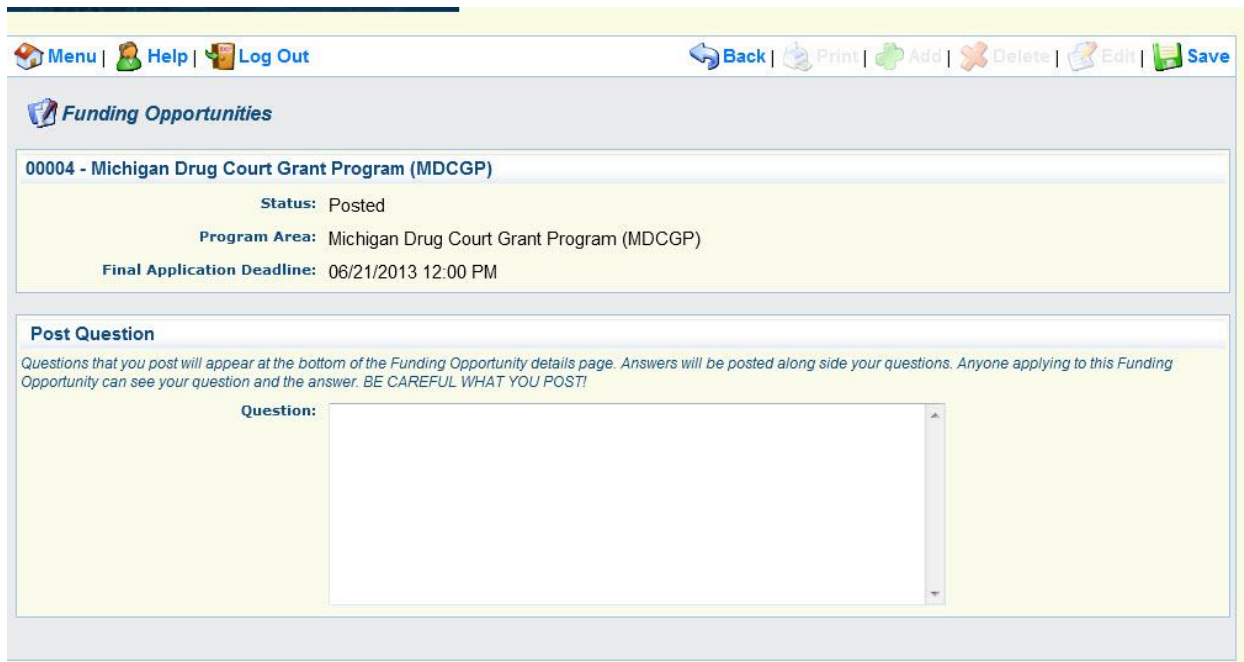
Award Amount Range: Not Applicable
Project Start Date: 10/01/2013
Project End Date: 09/30/2014
Award Announcement Date: 05/13/2013

Program Officer: Dana Graham
Phone: 517-373-2218 x
Email: grahamd@courts.mi.gov

Description

Description
PROGRAM DESCRIPTION

Type your question into the question box and click Save. The question will be sent to SCAO staff.



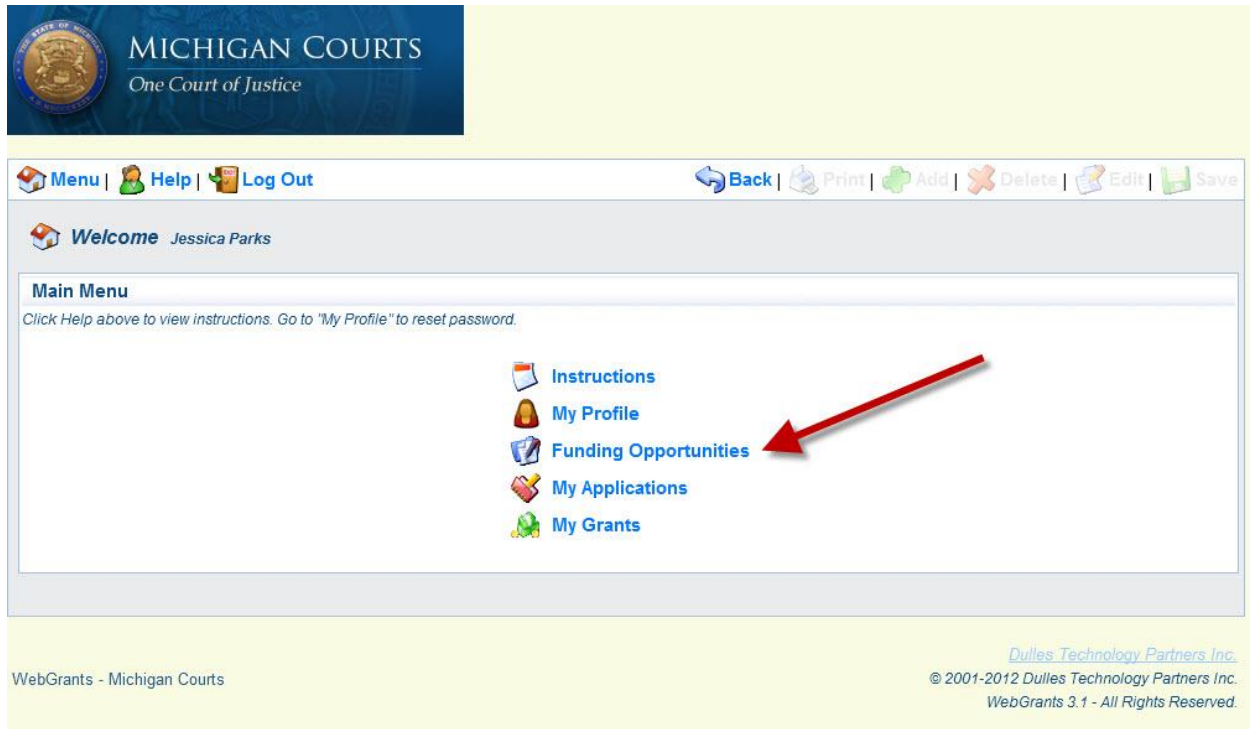
The screenshot shows a web application interface for 'Funding Opportunities'. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the 'Funding Opportunities' section displays details for '00004 - Michigan Drug Court Grant Program (MDCGP)'. The status is 'Posted', the program area is 'Michigan Drug Court Grant Program (MDCGP)', and the final application deadline is '06/21/2013 12:00 PM'. The 'Post Question' section includes a warning: 'Questions that you post will appear at the bottom of the Funding Opportunity details page. Answers will be posted along side your questions. Anyone applying to this Funding Opportunity can see your question and the answer. BE CAREFUL WHAT YOU POST!'. Below the warning is a large text area labeled 'Question:' for users to enter their question.

We may choose to respond to you individually or to post your question and our response for all to see if we think that it will assist others. If we post the response, it will appear at the bottom of the Funding Opportunity description page (the page where you clicked to ask the question).

Submitting a Second Application

A fantastic feature of WebGrants is that, once you've submitted an application before, your work is minimal when submitting future grant applications, even if you are applying for a different grant program!

To submit a new grant application using information from a previous application, choose the Funding Opportunity from the WebGrants home screen.



Choose the name of the grant in which you are interested in applying. When the funding opportunity description page loads, choose Copy an Existing Application.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
00047	FY 2014 MDCGP and Byrne JAG Application - 1st Circuit	Submitted

Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

00004-Michigan Drug Court Grant Program (MDCGP)

Michigan Drug Court Grant Program (MDCGP)
Application Deadline: 06/21/2013 12:00 PM

Award Amount Range:	Not Applicable	Program Officer:	Dana Graham
Project Start Date:	10/01/2013	Phone:	517-373-2218 x
Project End Date:	09/30/2014	Email:	grahamd@courts.mi.gov
Award Announcement Date:	05/13/2013		

Description

[Description](#)

PROGRAM DESCRIPTION

A page will open that lists all applications that you have submitted in the past. Choose the application that you want to copy by clicking on the radio button in front of that application and clicking Save.

Copy Application

Select an application below to copy and click save. The data in this prior application will be copied into a new application. You may then edit this data and then submit the completed application.

Copy	Program Area	Funding Opportunity	ID	Title	Stage	Status
<input type="radio"/>	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)	00081	2014 Application for Byrne JAG Funding - 100th Circuit Court	Final App	Editing
<input checked="" type="radio"/>	Michigan Drug Court Grant Program (MDCGP)	Michigan Drug Court Grant Program (MDCGP)	00047	FY 2014 MDCGP and Byrne JAG Application - 1st Circuit	Final App	Submitted

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The page will refresh and list the forms associated with the grant application. The application that you selected will load into the application forms that you see listed. First, click on General Information. Even though this section is automatically marked as completed, you should choose the Edit button at the top of the page and rename this application for the correct year and grant program, then save it.

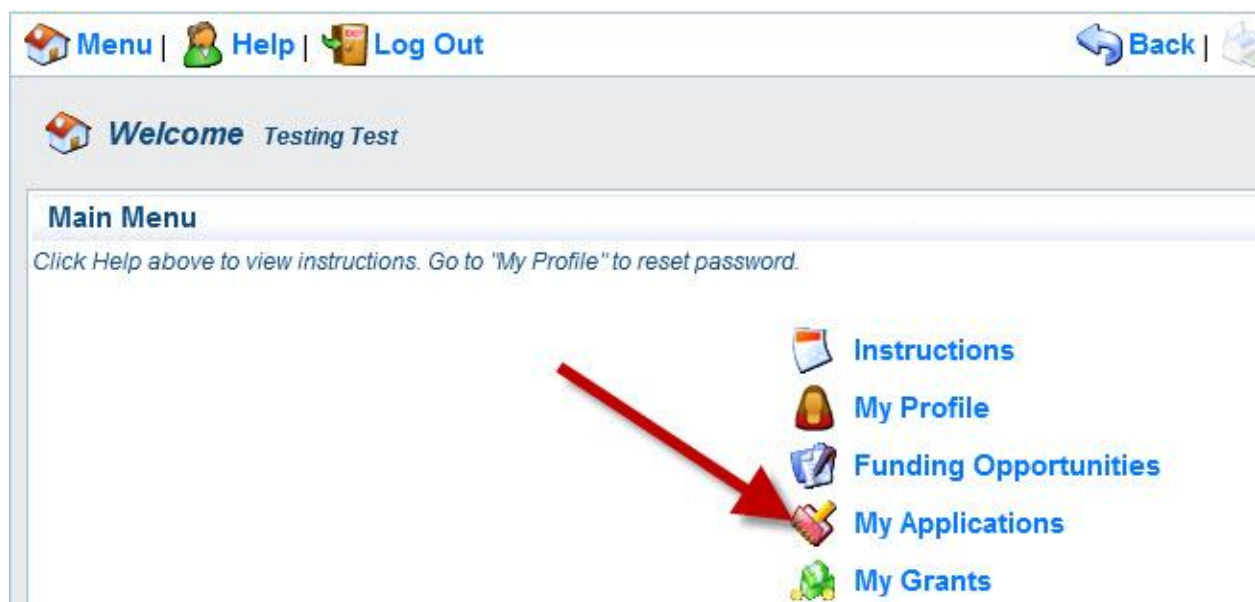
As you click through the grant forms, you'll see that your previously entered information has populated them. Click Edit to revise that information. Mark each form as complete when you are finished and submit the application. You're done!

Revising Your Budget

In a perfect world, all applicants would receive the exact amount that they requested in their grant application. Unfortunately, most grantees must revise their budget to match the award that they receive. For example, a court that requested \$90,000 but was awarded \$48,000 must reduce their budget to the \$48,000 that was awarded.

You will receive an email from the WebGrants system when it is time to revise your budget. The email will have the allowable expenses list attached so you will know what expenses are reimbursable for the type of grant you are revising. The email will direct you to log into the system to revise your budget.

When you log into the system, choose My Applications.



You will see your grant listed on the My Applications page and the status next to it will state that it is in “Correcting” status. Click on the grant. You will be directed to the budget form. Because this is the only form requiring revision, it is the only form that you will see and be able to adjust.

Instructions		
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.		
Application Forms		Application Details Submit
Form Name	Complete?	Last Edited
Budget		04/25/2013

Click on the “Budget” form and the budget page will open. To add new information to any budget section, use the Add button as you did when creating the budget. To delete or change existing information in a budget section, click on the hyperlink for the item that you want to change.

Application: 00047 - FY 2014 MDCGP and Byrne JAG Application - 1st Circuit							
Program Area: Michigan Drug Court Grant Program (MDCGP)							
Funding Opportunity: 00004 - Michigan Drug Court Grant Program (MDCGP)							
Proposal Deadline: 06/21/2013							
Personnel				Mark as Complete Go to Application Forms Add			
Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Anna Banana	Case Manager	\$25/hour x 1080 hours	\$27,000.00	\$0.00	\$0.00	\$0.00	\$27,000.00
Tom Turkey	Case Manager	\$28.09/hour x 500 hours/year = \$14,045	\$14,045.00	\$0.00	\$0.00	\$30,000.00	\$44,045.00
			\$41,045.00	\$0.00	\$0.00	\$30,000.00	\$71,045.00
Personnel Justification							
Personnel Justification*							
Justify personnel (i.e., wages) associated with the proposed project. These personnel costs should tie back to the Budget Request Summary and Budget Detail worksheet.							
Anna Banana's responsibilities as case manager include...							

Then adjust the calculation and requested amount or delete the entry using the Delete button.

The screenshot shows a web application interface for managing grants. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the 'Application' section displays details for 'Application: 00047 - FY 2014 MDCGP and Byrne JAG Application - 1st Circuit'. It includes fields for 'Program Area' (Michigan Drug Court Grant Program (MDCGP)), 'Funding Opportunity' (00004 - Michigan Drug Court Grant Program (MDCGP)), and 'Proposal Deadline' (06/21/2013). The 'Personnel' section contains a form for adding or editing personnel. It includes fields for 'Name' (Anna Banana), 'Position' (Case Manager), 'Computation' (\$25/hour x 1080 hours), 'Request' (\$27,000.00), 'Other Grant Or Funding Sources' (\$0.00), 'Local Cash Contribution' (\$0.00), and 'Local In-Kind Contribution' (\$0.00). A 'Return to Top' link is at the bottom right. Red arrows are overlaid on the image, pointing to the 'Delete' button in the top navigation bar, the 'Computation' field, and the 'Request' field.

Note: When saving the form or budget after making changes, the system requires time. Please be patient while the system recalculates and saves.

Remember that you'll need to include new information in the narrative text boxes for justifications. Use the "Edit" button at the top of the screen to edit justifications associated with each budget form section.

When you have adjusted the numbers and the narratives, mark the form as complete. The screen will refresh and you will once again be able to submit your budget using the Submit button.